

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5208

TITLE: ZONING ADMINISTRATOR

GRADE: S-35

DEFINITION:

Under direction, to administer, interpret and enforce the Zoning Ordinance, Chapter 112 of the Code of Fairfax County; and to do related work as required.

TYPICAL TASKS:

Plans, directs and coordinates programs for the administration and enforcement of the Zoning Ordinance for the County, the laws and regulations relating to rezoning applications, special exceptions, special permits, variances and appeals;
Makes necessary interpretations of the provisions of the Zoning Ordinance and recommends amendments as necessary;
Oversees the processing and issuance of zoning approvals on building permits, residential and non-residential use permits, certificates of completion, home occupations and temporary use permits;
Responds to public inquiries relating to the provisions of the Zoning Ordinance;
Represents the Division in contacts with the public, development industry, other governmental agencies and elected officials;
Directs the development and presentation of technical staff reports;
Advises zoning boards and officials on various zoning matters;
Directs and participates in the preparation of Court actions relating to the enforcement provisions of the Zoning Ordinance;
Directs the maintenance of zoning records and related materials as required by law and established procedures;
Investigates complaints and recommends corrective procedures;
Directs the preparation of the divisional budget and oversees expenditures;
Coordinates the reporting requirements of the division;
Attends meetings and conferences as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of State and local zoning ordinance and regulations;
Demonstrated ability to plan and supervise the zoning work of professional and technical subordinates;
Ability to administer, interpret and amend as necessary the provisions of the Zoning Ordinance;
Ability to use sound judgement in making independent decisions;
Ability to coordinate the preparation of comprehensive, technical zoning reports;
Ability to direct the collection, analysis and preparation of data in support of pending court actions;
Ability to write and speak effectively;
Ability to develop program objectives and meet deadlines;

Ability to establish and maintain effective working relationships with the public, elected officials and subordinates.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from a four-year college or university with a degree in planning or a closely related field and five years of progressively responsible professional experience in the planning field, to include three years of responsible supervisory, zoning administration experience in a large urban community.

A Master's degree may be substituted for one year of the required experience.

REGRADED: July 8, 2006
ESTABLISHED: January 28, 1985